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| **S.NO.** | **FEATURES** | **BEST TOOL** | **MS WORD** | **GOOGLE OFFICE SUITE** |
| 01 | Text formatting | MS Word | **Rich and advanced** options, including styles, themes, and extensive fonts. | Good formatting tools, but **limited** compared to MS Office. |
| 02 | Table creation | MS Word | **Robust table tools**, including advanced formatting, formulas, and design templates. | Basic table tools with fewer design and formatting options. |
| 03 | Real-time collaboration | Google Office Suite | Limited in desktop apps; **available via OneDrive/SharePoint**. | **Excellent real-time collaboration**, native to the platform. |
| 04 | Saving/exporting formats | MS Word | **Supports a wide range**: DOCX, PDF, TXT, HTML, XML, etc. | Good export options, but **limited format support**. |
| 05 | Offline availability | MS Word | **Full offline functionality** in desktop apps. | Available with setup in Chrome, but **limited without internet**. |
| 06 | Macro/automation support | MS Word | **Advanced macro/VBA** support for automation. | Limited scripting with **Google Apps Script**, less powerful. |